



## **WAWG SUPPLEMENT 1**

**CAPR 173-1**

**1 July 2010**

**Finance**

### **FINANCIAL PROCEDURES AND ACCOUNTING**

CAPR 173-1 Financial Procedures, dated 8 December 2009, is supplemented as follows:

17. (Added) WAWG Form 32, Deposit Advice Report, will be used by Washington Wing units and activities to report the deposit of monies to wing accounts. Submit the form to the Washington Wing Administrator as an attachment to an email sent to [wawa@wawg.cap.gov](mailto:wawa@wawg.cap.gov) or by US Mail to Hq Washington Wing CAP, PO BOX 4459, JOINT BASE LEWIS-MCCHORD, WA 98438-0459. This document is used to identify the unit or activity to be credited with the deposit. Deposits not identified or linked to a unit or activity will be placed in the General Fund after 30 days. Forms are available on the wing website <http://www.wawg.cap.gov>. Click on "Forms Directory".

18. (Added) WAWG Form 31, Check Request, will be completed by Washington Wing units and activities to request the pay out of monies from their unit account. This form will be submitted as described in paragraph 17 above.

20c. (Added) WAWG Form 30, Credit Card Usage Log, will be used by each Washington Wing credit cardholder to log purchases. Receipts will be attached to the form as they are received. Submit the original copy of each receipt, when possible. It is the responsibility of the cardholder to secure any missing receipts. Annotate directly on the receipt; vehicle identification numbers, aircraft tail numbers, mission numbers, the purpose of the expense and any other identifying information necessary to facilitate the categorization of these expenditures. Each Usage Log entry must show the use or purpose of the expenditures in order to facilitate posting to the correct accounts. The form will be turned into FM at the end of each month as described in paragraph 17 above. Negative reports are required. The cardholder will retain a copy of the complete set of the original paperwork. Lost or stolen cards must be reported immediately by the cardholder to the Director of Finance and to the Wing Commander.

31. (Added) WAWG Form 21, Audit Report, will be used to report completion of financial audits relating to a change of unit commander or a change of unit finance officer. This form will be submitted as described in paragraph 17 above.